



# ARIZONA DEPARTMENT OF TRANSPORTATION

INTERMODAL TRANSPORTATION DIVISION  
ENGINEERING CONSULTANTS SECTION  
205 South 17th Avenue - Room 293E, Mail Drop 616E  
Phoenix, Arizona 85007



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Engineering Consultants Section

## INFORMATION BULLETIN 99-01

TO: Consultants

FROM: Engineering Consultants Section *PRB*

SUBJECT: Consultant Evaluations

The ADOT Consultant Evaluation Program is an important tool for measuring the performance of consultants. It provides valuable information to the consultant and is used in the consultant selection process. Recently the program was revised to make it more effective. The number of measurement standards has been increased from 3 to 5. The categories are:

1. unsatisfactory performance
3. average performance meeting expectations
5. outstanding performance exceeding expectations

Categories 2 and 4 are to be used as intermediate ratings. A section for the evaluation of subconsultants has also been added. A copy of the new program can be obtained from the Engineering Consultants Section.

There is also a new rating form being used at Partnering Closeout Workshops that are held after a project has been constructed. Workshop attendees use the form to evaluate consultant design plans and design technical support during construction. A copy of this form is attached.

# PARTNERING CLOSEOUT RATING FORM

## DESIGN

<u>esign</u>	Poor	Acceptable	Good	Excellent
1. Rate the design firm for quality of plans	1	2	3	4
2. Rate the overall design quality	1	2	3	4
3. Plans were accurate	1	2	3	4
4. Plans were complete	1	2	3	4
5. The designers were willing to clarify or adjust to the new found needs	1	2	3	4
6. Field conditions were identified accurately	1	2	3	4

Please provide comments: \_\_\_\_\_

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<u>Design Technical Support During Construction:</u>	Poor	Acceptable	Good	Excellent
1. Response time for design technical questions	1	2	3	4
2. Responded to the field's questions in a timely manner	1	2	3	4
3. Provided options/solutions for mutual gain of ADOT and contractor	1	2	3	4
4. Responsive to constructibility conditions	1	2	3	4
5. Willingness to consider all perspectives	1	2	3	4
6. Overall Evaluation	1	2	3	4

Please provide comments: \_\_\_\_\_

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## TECHNICAL ISSUES

### Technical Issues:

Please list the technical issues that arose within the course of this project and how they were resolved.

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Your Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Design Firm Name: \_\_\_\_\_ Project # \_\_\_\_\_ ECS Cont # \_\_\_\_\_